

Vacancy Announcement

Announcement #	438-09113	Position	Housekeeping Aid		
PayPlan	WG	Series	3566		
TargetGrade	2	Target PD		Pay Range	\$11.27 - \$13.14
Dev Grade	1	Dev PD		Dev Pay Range	\$10.19 - \$11.89
1st Dev Grade		1st Dev PD		1st Dev Pay Range	
Opens	05/19/09	Closes	06/02/09	Openings	1
Tour of Duty, etc					
Special Comments	The procedures outlined in AFGE Master Agreement, Article 22, Section 8 will be followed. First consideration will be given to current Sioux Falls VAMC employees.				
Service	Environmental Mangement Services				
Section	Housekeeping				
Area/Consideration	VA Employees, Veterans, Status Eligibles				
Duty Site	Sioux Falls, SD				
Major Duties	<p>Incumbent is responsible for all housekeeping and sanitation duties in an assigned area. These duties include sweeping, dust mopping, damp dusting, mopping, scrubbing, buffing, burnishing, polishing, floor stripping, recoating, refinishing, pressure/steam cleaning, furniture/equipment moving, hanging drapes, cubicle curtains, blinds, refilling tissue, towels, hand soaps, shampoo and deodorant cartridges. Incumbent is required to use numerous chemicals and cleaning solutions as necessary to accomplish specific tasks. Incumbent operates floor scrubbers, buffers, burnishers, shampooers, extractors, dry cleaning equipment, vacuums, ladders, wet/dry pick-ups, and square buffs. Periodically incumbent may be assigned/detailed to assist in the Laundry Section as assigned. The incumbent is responsible for the receipt of proper storage and usage of supplies. Incumbent must be able to perform moderate to heavy physical effort over an 8 hour period of time including continuous standing, bending, lifting and climbing. Sustained physical activity involves turning, stooping, crouching, pushing, rubbing and reaching. Objects weighing in excess of 50 pounds must be lifted or moved occasionally. Work is performed in a clean, well-lighted, heated and ventilated building. Incumbent is exposed to vibrations from operating power equipment, skin irritations from chemical cleaning solutions and disagreeable odors.</p>				
Time In Grade					
Qualifications	<p>Applicants must have demonstrated that they have a sufficient level of knowledge, skills and/or abilities listed in Duties and Responsibilities. Applicants must possess the required competence to be rated eligible for consideration.</p> <p>The complete CS Handbook X-118C defining the general and specialized experience as well as the provisions to substitute education for experience is available for review in the Human Resources Management Service.</p>				
Rating Factors	<p>JOB ELEMENT #87: Reliability and dependability as a Housekeeping Aid. (SCREEN OUT) Definition: Personal characteristics of the applicant that indicate potential for successful performance in the position of Housekeeping Aid.</p> <p>JOB ELEMENT #18: Ability to handle weights and loads. Definition: Ability to move furniture, heavy objects preparatory to cleaning; to load and unload trash receptacles, to operate power machinery for long periods;</p>				

to use arm muscle in hand cleaning, mopping and scrubbing for protracted periods, to work on scaffolds and ladders.

JOB ELEMENT #22: Work Practices (Special Aptitude). Definition: Knowledge of standard cleaning techniques, application of germicidals and cleansers, characteristics of surfaces to be cleaned, equipment needed, etc.

JOB ELEMENT #75A: Ability to follow oral and written directions. Definition: Ability to follow simple oral and written directions such as work schedules, task lists, machinery operating instructions, directions for apply cleaning compounds, etc.

JOB ELEMENT #86: Dexterity and ability to use equipment safely. Definition: Accomplishment of assigned work rapidly and efficiently with safety to self and others.

Includes use of floor buffers, wet and dry vacuums, floor scrubbers, wall washers, and hand tools such as wet and dry mops, brooms, brushes, etc. Includes ability to clean equipment after use.

Application Process

Applicants must submit an application package consisting of:

- OF 612, "Optional Application for Federal Employment" and/or resume
- OF 306, "Declaration for Federal Employment"
- Copy of latest performance evaluation
- Copy of most recent SF 50, Notification of Personnel Action
- Rating Factor (KSA) narrative. Failure to provide this information will deem the applicant ineligible for consideration for the position
- If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a copy of ALL DD-214's and a SF-15 (if 10 point preference is claimed) with current (dated within the last 12 months) proof of a service-connected disability.
- References: Provide name, address, phone and relationship for three to four references

NOTE: These forms may be obtained through the Human Resources Office or from www.sioxfalls.va.gov.

Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office (05), 2501 W. 22nd St., Sioux Falls, SD 57105 not later than 06/02/2009.

If you have questions, please contact Patricia Hinzman, HR Specialist, at 605-336-3230 Ext. 5916 or Patricia.Hinzman@va.gov

EQUAL EMPLOYMENT: All applicants will receive consideration without discrimination for such reasons as race, color, religion, national origin, sex, lawful political affiliation, marital status, non-disqualifying physical or mental handicap, age, or membership or non-membership in a labor organization.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in-processing.